

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Facilities Services Manager	Job Family: III
General Classification: Management	Job Grade: 25

Definition: To plan, organize, direct and coordinate the activities of the Facilities Services Division including building maintenance, custodial services, energy conservation and facility capital project planning; to coordinate activities with other divisions and departments; and to provide highly complex staff assistance to the Public Services Director.

Supervision Received and Exercised: Receives general direction from the Public Services Director; exercises direct and indirect supervision over assigned clerical, technical and supervisory personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist in the development and implementation of departmental goals, objectives, policies and procedures.
2. Manage, direct and organize the Facilities activities including building maintenance, custodial services, energy conservation and facility capital project planning.
3. Direct, oversee and participate in the development of the Facility Services work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Prepare the capital, maintenance and modernizing projects budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
5. Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
6. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of construction and project management; principles and practices of policy development and implementation; energy conservation techniques and regulations; principles and practices of business correspondence and report writing; pertinent local, State and Federal laws, rules and regulations; budgeting procedures and techniques; and principles and practices of supervision, training and personnel management.

Ability to: Organize, direct and implement a comprehensive facility maintenance management program; prepare and administer an operating and capital budget; forecast future needs; analyze trends and develop costing alternatives; supervise, train and evaluate personnel; interpret and explain division policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; and operate departmental computer systems and related software applications.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of increasingly responsible experience in facility management, including one year of supervisory responsibility. Training equivalent to a Bachelor's degree from an accredited college or university with major course work in mechanical engineering, facility or construction management or a related field.

Required Licenses or Certificates: Possession of a valid California Class C driver's license.

Established October 1991

Revised

CLASS SPECS

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